

Valued Supplier,

Congratulations and welcome to quickbeds.com. By listing your property with us you have taken the first step in building a business partnership with Flight Centre Limited, Australia's largest provider of travel. Your last minute inventory will be listed on quickbeds.com, Flight Centre Hotels and various affiliate programs including Travelzoo, Wego, Our Brisbane & DGM Affiliate Network.

Your rooms are then distributed to over 1000 Flight Centre Limited Retail Stores and over 150 Corporate Travel Teams. Retail stores include Flight Centre, Student Flights, and Escape Travel with corporate agents working through Stage and Screen, Campus Travel and FCm Travel Solutions. Distribution is also included on our consumer websites flightcentre.com.au, quickbeds.com, studentflights.com.au, escapetravel.com.au as well as having our dedicated "Quickbeds Global Support Team" to assist our customers direct with enquiries about your property.

Not only do you have untapped opportunities working with Flight Centre Ltd, but you have a fantastic yield management tool at your disposal. You can control your rates, availability and how your property is represented on our site. We encourage you to make the most of this opportunity.

Thank you again for choosing to expand your distribution channels through quickbeds.com & Flight Centre Hotels. As your online distributor of accommodation and we look forward to developing a mutually beneficial partnership.

Product Development Team

Email hotelsupport@quickbeds.com

Last Minute – User Manual

Contents

Login	4
Home	6
Step 1 - Property Details	7
• Property Information	7
• Location & Maps	8
• Contact Information	9
• About The Property	10
• Banking Details	11
• Login Details	12
<u>Step 2 - Room Details</u>	13
• Add Room Type	14
1. Room Information	14
Room/Package Name	14
Room Code	14
Full (Rack) Rate	14
Description of Room	14
2. Policies	14
Minimum Night Stay	14
Cancellation Policy	14
Automatic Description	14
3. Guests and Room Capacity	14
Total Room Capacity	14
Guests Included In Price	15
Max number of adults	15
Max number of children	15
Baby Cot Allowed	15

4.	Bedding Configurations	15
5.	Room Features & Facilities	16
6.	Save Room Type	16
7.	Manage Room Types	16
•	Inventory	17
1.	Detailed Rate Editor	18
a.	Adding Rates & Allocations	19
b.	Copy & Paste Function	19
c.	Saving Changes	20
2.	Quick Rate Editor	20
a.	Amend Quick Rate Editor	21
3	Hide/Show Rate Editor	22
a.	Open Rate Editor	22
b.	Room Types	23
c.	Rates & Allocations	23
d.	Dates	23
e.	Availability	23
4.	Stop Sell	24
5.	Suspend	25
	<u>Step 3 - Image Gallery</u>	26
•	Load Images	26
•	Hero Shot	26
	<u>Bookings/Statements</u>	27
	<u>Contact Us</u>	29
	<u>Chain/Group Login</u>	29
	<u>Logout</u>	30
	<u>Glossary</u>	31
	Product Development Manager Contacts	32

Login

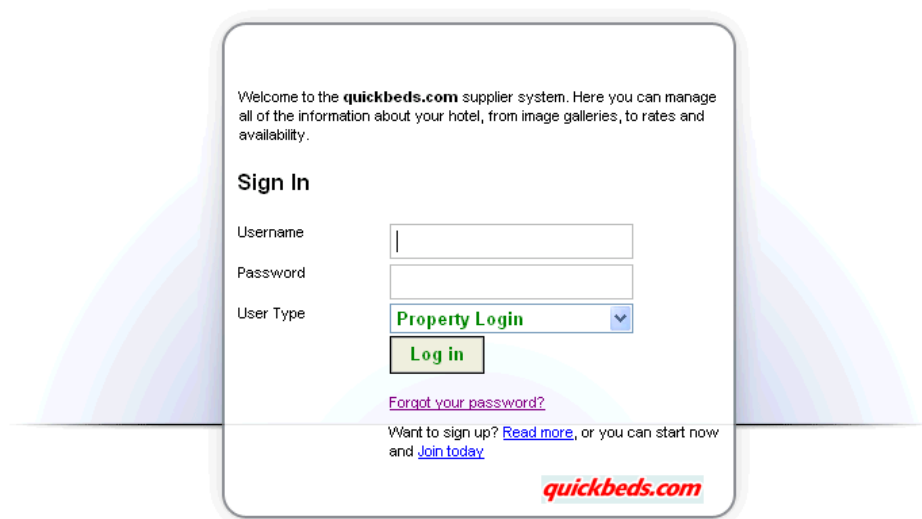
Go to quickbeds.com and click on the 'Hotel Supplier' link located at the bottom of the page.

The screenshot shows the quickbeds.com website interface. At the top, there's a navigation bar with links: Home, Activities & Tours, Insurance, Your Bookings, Newsletters, Contact Us, and Deals & Discounts. The main content area is divided into several sections:

- Book Australian Hotels / Book International Hotels:** A search form with steps: 1. Specify Dates (Last minute or Year Round), 2. Select Destination (dropdown or text input), 3. Guests (Adults, Children, Baby cot). A 'Search' button is at the bottom right of the form.
- Hot Spots:** A list of destinations with prices per night (p/n): Byron Bay (\$165), Adelaide (\$60), Perth (\$85), Sydney Airport (\$89), Sydney (\$89), Melbourne (\$89), Brisbane CBD (\$89), Gold Coast (\$89), Sunshine Coast (\$99).
- Today's Best Deals:** A grid of hotel deals with images, names, locations, and prices. Examples include Courtyard by Marriott Surfers, Central Sky Lounge, EcoPoint Murrumbidgee, Great Southern Hotel, Monaco Caloundra, Citigate King George Square, Rendezvous Observation City, and Sea Temple Resort Palm Cove.
- Quicknews:** A section with news items like 'Head to Hamilton Island - book a cheap airfare and book your hotel here fr. only \$240 per night! ...more'.
- Footer:** A row of links: Help, FAQ, Contact, Privacy, Terms & Conditions, Security, Become an Affiliate, Hotel Suppliers, Ticket Suppliers, Partner Login, Agent Login.

A red arrow points to the 'Hotel Suppliers' link in the footer, with a red box containing the text 'Click here'.

Login using the username and password that was provided in registration confirmation email.



Welcome to the **quickbeds.com** supplier system. Here you can manage all of the information about your hotel, from image galleries, to rates and availability.

Sign In

Username

Password

User Type **Property Login** ▼

Log in

[Forgot your password?](#)

Want to sign up? [Read more](#), or you can start now and [Join today](#)

quickbeds.com

Tip

If you have lost your username or password then simply click on the 'Forgot your password?' button and follow the on-screen instructions to have them emailed to you.

Home

Once you have logged in, the first page provides you with a Content Checklist. The following shows what you will need to complete once you login for the first time. You can work your way through each topic shown as **Incomplete**. Once each area is completed the topic will then be marked as **Done**. On registration you will have completed the Property Information, Location Details and Map and Contact links.

You are able to access the areas for completion by either clicking on the tabs across the top of the page or selecting the links.

The screenshot shows the Quickbeds.com user interface. At the top is the logo and tagline. Below it is a navigation bar with tabs: Home, Property Details, Room Details, Inventory, Image Gallery, Bookings & Statements, Contact Us, Chain Home, and Logout. A red callout bubble labeled "Tabs" points to this bar. Below the tabs is a welcome message for a test training hotel. The main section is the "Quickbeds Supplier Content Checklist". A red callout bubble labeled "Links" points to the checklist table. The table is divided into three steps: Step 1: Property Details, Step 2: Room Details, and Step 3: Image Gallery. Each step lists items with their completion status (Done or Incomplete). At the bottom is a "Useful links" section with links to the Operations Manual, Supplier E-news, and Terms & Conditions, along with contact information and a copyright notice.

quickbeds.com
great hotels at great rates.

Home Property Details Room Details Inventory Image Gallery Bookings & Statements Contact Us Chain Home Logout

Welcome, QB Test Training Hotel!

Quickbeds Supplier Content Checklist

Welcome, and thank you for choosing Quickbeds.com. Before you can begin selling through our websites, you're required to complete the below checklist.

Step 1: Property Details	Step 2: Room Details	Step 3: Image Gallery
Property Information Done	<u>At least one room type loaded</u> Incomplete	<u>At least one image</u> Incomplete
Location Details (and map) Done	<u>Room Information</u> Incomplete	<u>Hero shot selected</u> Incomplete
Contact Information Done	<u>Policies have been set</u> Incomplete	
<u>About the Property</u> Incomplete	<u>Room Capacities</u> Incomplete	
<u>Banking Details</u> Incomplete	<u>Extra Person Rates</u> Incomplete	

Useful links

Operations Manual
Supplier E-news
Terms & Conditions

If you are experiencing difficulties please contact us
© 2010 quickbeds.com

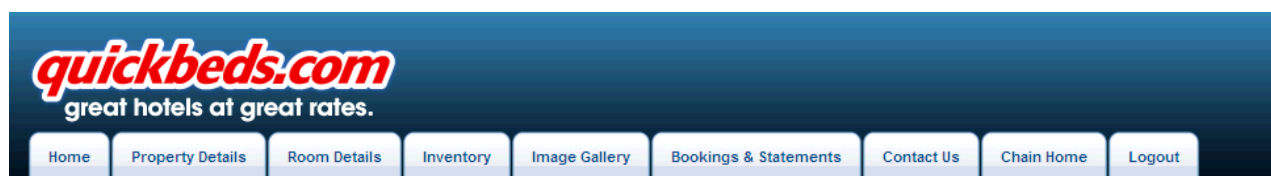
Step 1 – Property Details

Using links:

To finalise your listing click on the Links marked **Incomplete**. To check details are correct or update any information in the sections marked **Done** click on the section name e.g. Property Information.

Step 1: Property Details	
Property Information	Done
Location Details (and map)	Done
Contact Information	Done
<u>About the Property</u>	Incomplete
<u>Banking Details</u>	Incomplete

Property Information:



Property Details & General Content

You can update general information about your property here, along with access passwords for Quickbeds and contact information. Once this information has been approved, you will need to contact our product team at hotels@quickbeds.com to make modifications to some details.

Property Information	Location Details	Contact	About the Property	Banking	Login Details	Save Changes
<p>Property Information</p> <p>Property Name * <input type="text" value="QB Test Training Hotel"/></p> <p>Former Name (if any) <input type="text"/></p> <p>Chain * <input type="text" value="Not Listed"/></p> <p>Accommodation Type * <input type="text" value="Resort/Spa/Lodge"/></p> <p>Rating * <input type="text" value="4"/> <input type="text" value="non AAA Rated"/></p> <p>ABN * <input type="text"/> Required for tax purposes</p> <p>Tax Status <input checked="" type="radio"/> GST Taxable <input type="radio"/> Input Tax</p> <p>Website * <input type="text" value="http://qbtesttraininghotel.com.au"/></p> <p><input type="button" value="Next"/> <input type="button" value="Save Changes"/></p>						

Completion Tips

* Mandatory field

Please check that all of the details listed are correct.

Once you have entered and saved this information, some fields will require you to [contact](#) your Product Development Manager to change or update.

Mandatory fields are indicated by a *. You can't move through to the next section if incomplete. Also you are required to put in a 9 digit number for the ABN field or this error message will appear: **There can be a minimum of 9 numbers for your ABN**

You would have completed this section when registering your property with quickbeds.com. If your property is part of a Chain you can select the Chain from the drop down box. Accommodation Type is also available from a drop down box as are the star rating and the choice of either AAA Rated or non AAA Rated. Please ensure this information is accurate as this can influence your potential guests when booking.

Location Details (and Map):

Property Information

Location Details

Contact

About the Property

Banking

Login Details

Save Changes

Location

Country: Australia

Street Address (line 1): 316 Adelaide Street
eg. 310 Adelaide Street

Street Address (line 2):
eg. 310 Adelaide & Wharf Streets

Post code: 4000

Suburb: BRISBANE
BRISBANE ADELAIDE STREET
SPRING HILL

Region: QUEENSLAND

Sub Region: Brisbane CBD

Distance to city center: 0 (kms)


Property Location: City

Next Save Changes

Google Maps

Mandatory field

Once you fill out a valid address a map will appear. If the marker is in the incorrect position simply drag it to the correct position.



Click here to re-calculate your position. Or you can adjust the location by dragging the marker.

Once satisfied with Marker location click:

Google maps now power our online maps. If your property appears incorrectly, simply click on the red marker and drag it to the correct position.

Tip

Google Maps no longer supports IE6 (Internet Explorer Version 6) For the map to work correctly you will need to download IE7 or above. Click the word 'Tip' and follow the links for the free download.

Contact Information:

Please ensure all information loaded is up to date at all times. Out of date information may cause you to miss out on guest alerts, remittance advices and marketing opportunities.

Reservations

Copy from [General](#) | [Accounts](#) | [Sales & Marketing](#) | [Manager](#)

Name *

Phone *

Fax *

Email *

Channel Manager (if applicable)

Do you use a Channel Manager to maintain your rates and availability? If so, please fill out the below fields:

Channel Manager Name

Phone

Booking confirmation link ☒ Enable confirmation links in emails

Accounts Contact

Copy from [Reservations](#) | [General](#) | [Sales & Marketing](#) | [Manager](#)

Name *

Phone *

Fax *

Email *

General Contact

Copy from [Reservations](#) | [Accounts](#)

General Phone *

General Fax *

Sales & Marketing

Copy from [Reservations](#) | [Accounts](#) | [Manager](#)

Name *

Email *

Manager

Copy from [Reservations](#) | [Accounts](#) | [Sales & Marketing](#)

Name *

Email *

[Next](#)

[Save Changes](#)

Very Important

* Mandatory field

Please ensure all the details are correct and up to date at all times.

The Reservations email address is where all bookings will be sent.

Please note that if you turn off "enable booking confirmation link" and do not use a channel manager, Quickbeds will automatically re-send your confirmation emails until you confirm you have received the booking. You should only turn this off if your channel manager requires this option.

The Accounts email address is where payment advices will be sent.

The Sales & Marketing email address is where our supplier e-news will be sent, so you can be kept up to date with all marketing initiatives.

It is vital that if you employ a Channel Manager to maintain your rates and allocations you advise us which Channel Manager and how to contact them. This will assist us to provide better technical support. Please ensure you read the above yellow box for details regarding the Confirmation link email. If you use a Channel Manager check with them as to whether they require you to check this box or not.

The contact page provides shortcuts where you can fill in one section of contact details then simply click and copy into the next section. For example after completing Reservations details, at Accounts Contact field simply click Reservations and the details will replicate in the Accounts Contact fields.

About The Property

quickbeds.com
great hotels at great rates.

Home | Property Details | Room Details | Inventory | Image Gallery | Bookings & Statements | Contact Us | Chain Home | Logout

Property Details & General Content

You can update general information about your property here, along with access passwords for Quickbeds and contact information. Once this information has been approved, you will need to contact our product team at help@quickbeds.com to make modifications to some details.

Property Information | Location Details | Contact | **About the Property** | Banking | Login Details | Save Changes

About the Property

Number of rooms *

Check in time (24 hour time) * Please enter your standard check in time (24 hour time)

Check out time (24 hour time) * Please enter your standard check out time (24 hour time)

Reception hours * ☐ Open 24 hours

General Description 5000 characters left

Location and Directions 8000 characters left

Car Parking 500 characters left

Local Attractions 8000 characters left

Business Facilities 500 characters left

Additional Terms & Conditions 1000 characters left

Children

This property accepts children ☒ Infants are 0 to (inclusive) and child ages 3 to (inclusive)

Property Amenities

<input type="checkbox"/> 24 Hour Reception	<input type="checkbox"/> Concierge	<input type="checkbox"/> Lift	<input type="checkbox"/> Sauna
<input type="checkbox"/> 24 Hour Room Service	<input type="checkbox"/> Conference/Meeting Facilities	<input type="checkbox"/> Massage/Beauty Centre	<input type="checkbox"/> Secure Parking
<input type="checkbox"/> Accept Pets	<input type="checkbox"/> Direct Internet Access	<input type="checkbox"/> Nightclub/Evening entertainment	<input type="checkbox"/> Spa
<input type="checkbox"/> Baby Cots (On Request)	<input type="checkbox"/> Disabled Facilities and Access	<input type="checkbox"/> Playground	<input type="checkbox"/> TAB
<input type="checkbox"/> BBQ on-Site	<input type="checkbox"/> Drycleaning/Laundry	<input type="checkbox"/> Pool - Heated	<input type="checkbox"/> Tennis Courts
<input type="checkbox"/> Business Centre	<input type="checkbox"/> Games room	<input type="checkbox"/> Pool - Outdoor	<input type="checkbox"/> Tour Desk
<input type="checkbox"/> Car / Limo Hire	<input type="checkbox"/> Gift Shop/ On site shops	<input type="checkbox"/> Public Transport	<input type="checkbox"/> Valet Parking
<input type="checkbox"/> Casino	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Vending Machines
<input type="checkbox"/> Change Room facilities	<input type="checkbox"/> Gym/Fitness Centre	<input type="checkbox"/> Room Service	<input type="checkbox"/> Water Sports
<input type="checkbox"/> Child Minding/Kids Club	<input type="checkbox"/> Interconnecting Rooms	<input type="checkbox"/> Safe Deposit Box (At Reception)	

Deposit Types Accepted

☐ Credit Card - Visa ☐ Credit Card - AMEX ☐ Credit Card - Mastercard ☐ Credit Card - Diners ☐ Cash ☐ Cheque

Details of deposit:

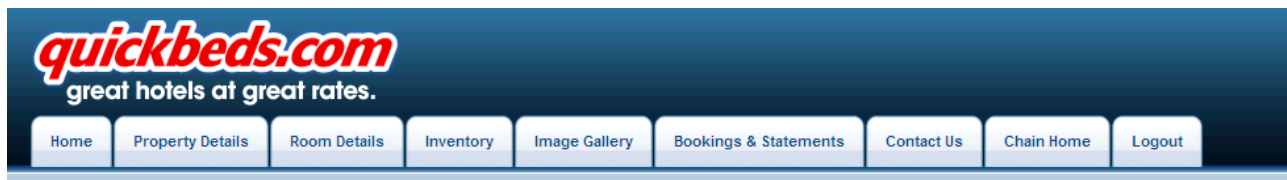
Next | Save Changes

As you complete the form blue assist boxes will appear to guide you in the necessary format. Any areas that are mandatory are marked with "*" and will have a reminder in red should you overlook them. These sections must be completed to move on to the next page.

Once satisfied with details you have entered click: Next

Banking Details:

Enter your banking details as per the format shown in the page below. Blue pop up assist boxes will again appear to help you with completion. Once the details have been entered the area will appeared grayed out and you will be unable to type over previously saved information. You will be required to contact your Product Development Team in writing to make modifications to this area.



Property Details & General Content

You can update general information about your property here, along with access passwords for Quickbeds and contact information. Once this information has been approved, you will need to contact our product team at hotels@quickbeds.com to make modifications to some details.

Property Information	Location Details	Contact	About the Property	Banking	Login Details	Save Changes
Banking						
Bank Account Name * <input type="text"/>						
Bank BSB Number * <input type="text"/>						
Bank Institute Name * <input type="text" value="Unknown Institute"/>						
Bank Account Number * <input type="text"/>						
<input type="button" value="Next"/> <input type="button" value="Save Changes"/>						

Don't worry

* Mandatory field

We need this information so we can pay you. Please ensure it is correct so the funds will be deposited into the correct account the following month.

Once satisfied details entered are correct click:

Tip

To contact your Product Development Team to modify any of the bank details, please email: hotelsupport@quickbeds.com advising in writing of the changes required. Upon updating an email will be sent confirming changes to you.

Login Details:

When you first login after registering you will be required to use the Username and Password supplied to you in the registration confirmation email. You now have the opportunity to change these to your preferred choices.

The screenshot shows the 'quickbeds.com' header with the tagline 'great hotels at great rates.' Below the header is a navigation bar with buttons: Home, Property Details, Room Details, Inventory, Image Gallery, Bookings & Statements, Contact Us, Chain Home, and Logout. The main content area is titled 'Property Details & General Content' and includes a sub-header: 'You can update general information about your property here, along with access passwords for Quickbeds and contact information. Once this information has been approved, you will need to contact our product team at hotels@quickbeds.com to make modifications to some details.'

The 'Login Details' section contains the following form fields:

- Nominated a Username *: QBTEST
- Nominated a Password *: [password field]
- Confirm Password *: [password field]

Below the form fields are two buttons: 'Next' and 'Save Changes'.

A yellow callout box on the right contains the following text:

- Secret Squirrel!**
- * Mandatory field**
- Please keep your password safe and only give to trusted employees.

Once you click **Next** you will be taken to the page below.

The screenshot shows the 'quickbeds.com' header with the tagline 'great hotels at great rates.' Below the header is a navigation bar with buttons: Home, Property Details, Room Details, Inventory, Image Gallery, Bookings & Statements, Contact Us, Chain Home, and Logout. The main content area is titled 'Property Details & General Content' and includes a sub-header: 'You can update general information about your property here, along with access passwords for Quickbeds and contact information. Once this information has been approved, you will need to contact our product team at hotels@quickbeds.com to make modifications to some details.'

The 'Login Details' section contains the following form fields:

- Property Information
- Location Details
- Contact
- About the Property
- Banking
- Login Details
- Save Changes

Below the form fields is a button: 'Save Changes Now'.


A red callout box points to the 'Save Changes Now' button with the text: 'Ensure to click here to finalise Step 1.'

Tip

Username's and Password's are case sensitive, choose relevant logins. It is also advisable to change these on a regular basis and immediately after any staff member leaves who has had access to the listing. This will provide you with greater security. Ensure you keep a copy of your unique Username & Password in a safe place.

Step 2 – Room Details

Once you click 'Save Changes Now' you will be redirected to the Home Page and able to continue on to Step 2. Click the links showing **Incomplete** to finalise each section.



great hotels at great rates.

[Home](#)
[Property Details](#)
[Room Details](#)
[Inventory](#)
[Image Gallery](#)
[Bookings & Statements](#)
[Contact Us](#)
[Chain Home](#)
[Logout](#)

Welcome, QB Test Training Hotel!

Quickbeds Supplier Content Checklist

Welcome, and thank you for choosing Quickbeds.com. Before you can begin selling through our websites, you're required to complete the below checklist.

Step 1: Property Details	Step 2: Room Details	Step 3: Image Gallery
Property Information Done	At least one room type loaded Incomplete	At least one image Incomplete
Location Details (and map) Done	Room Information Incomplete	Hero shot selected Incomplete
Contact Information Done	Policies have been set Incomplete	
About the Property Done	Room Capacities Incomplete	
Banking Details Done	Extra Person Rates Incomplete	

Add Room Type:

quickbeds.com
great hotels at great rates.

[Home](#) [Property Details](#) [Room Details](#) [Inventory](#) [Image Gallery](#) [Bookings & Statements](#) [Contact Us](#) [Chain Home](#) [Logout](#)

Add Room Type

Room Information

Room/Package Name

Room/Package Names should be clear and precise. For example; Easter Package or Double Room Only or Queen Bed & Breakfast.

Room Code

Room codes are for your internal use only. Leave blank if you don't have a Room Code for your rooms/packages.

Full (Rack) Rate SAUD

Full (Rack) Rate should always be the highest rate you charge for the room type. This rate must **ALWAYS** be higher than the sell rate.

Description of room

1000 characters left

The description of the room should include bedding type, views, location within the property, the type of décor (modern or country chic etc.) Also any facilities in the room not included in the tick boxes below e.g. Games Consoles, LCD TV's.

Policies

Minimum Night Stay

Here you may choose the **minimum nights you require the guest to stay. Please keep in mind there is only one minimum night policy for each room type.**

Cancellation Policy

You are now able to select a different **Cancellation Policy for each room type listed. Select from the drop down box.**

PLEASE NOTE OUR SYSTEM PICKS UP THIS CANCELLATION POLICY ONLY. ANY TEXT INPUT USING ANOTHER FIELD WILL NOT BE VALIDATED UNDER THE CANCELLATION POLICY SECTION ON THE GUEST CONFIRMATION. ONLY THIS CANCELLATION POLICY WILL BE DEEMED AS VALID.

Automatic Description ☒ Cancellations or changes to bookings for this room cannot be made within 6pm of the check-in date or you will be charged the full amount of the booking.

When you choose a Cancellation Policy from the drop down box an **Automatic Description will appear explaining exactly what your chosen cancellation means. You can change your choice from the drop down box until you find a policy that's description best suits your needs.**

Guests and Room Capacity

Total room capacity

Total room capacity is the maximum number of guests able to be accommodated in this room type regardless of whether adults or children. Select number from drop down box. In this example we have chosen '4'

Guests included in price

Guests included in price refers to the rate you load on the inventory page as the base sell rate. In this example we have '2' guests included in the base sell rate.

Max number of adults

Extra adult rate (per night) \$AUD

Max number of adults refers to the most adults that can be accommodated in the room, in this example Guests included in price is 2 although the room can sleep 4 guests. Maximum number of adults is 4 so 2 we will require an extra charge in the **Extra adult rate (per night) space** in this example we are charging \$25 per night per extra adult.
Extra person charges must be included if applicable and at no time are guest to be charged direct.

Max number of children

Extra child rate (per night) \$AUD

Max number of children refers to the most children that can be accommodated in the room in addition to adult/s, in this example Guests included in price is 2 although the room can sleep 4 guests. Maximum number of children is 2 so 2 will require and extra charge in the **Extra child rate (per night) space** in this example we are charging \$25 per night per extra child. **Extra person charges must be included if applicable and at no time are guest to be charged direct.**















Baby cots allowed ☐ Cot fee (if applicable) \$AUD

Baby Cot allowed: simply means if you provide a cot. If yes tick the box and insert the fee in the **Cot fee** box. If no leave the boxes blank.

Automatic Description ☒ Rates are for 2 people. Extra adults \$25 per night. Extra children \$25 per night. The room caters for a maximum of 2 adults and a maximum of 2 children, but cannot exceed 4 guests in total.

Once you have completed the number of guests and any additional charges an **Automatic Description** will appear. Please read this carefully to ensure it reflects how you wish the guest charges to be set up.

Bedding Configurations

Icon	Available	Bedding Description
	<input type="checkbox"/>	1 single
	<input type="checkbox"/>	1 double
	<input type="checkbox"/>	2 singles
	<input type="checkbox"/>	1 single + 1 double
	<input checked="" type="checkbox"/>	2 doubles
	<input type="checkbox"/>	3 singles
	<input checked="" type="checkbox"/>	2 singles + 1 double
	<input type="checkbox"/>	1 single + 2 doubles
	<input type="checkbox"/>	3 doubles
	<input type="checkbox"/>	4 singles
	<input type="checkbox"/>	3 singles + 1 double
	<input type="checkbox"/>	2 singles + 2 doubles
	<input type="checkbox"/>	1 single + 3 doubles
	<input type="checkbox"/>	4 doubles

Bedding Configurations refers to the types of beds available. In our example for 4 guests we are showing that we have the ability to accommodate the guests in rooms with 2 double beds or rooms with 2 singles & 1 double bed, by ticking the relevant boxes. In this example the bedding will be on request to the consumer. Please consider loading a second room type to alleviate this issue for consumers. The yellow box below advises you have the option to change the default names. For example you can change 2 double to 2 queens simply by typing over the text.

Bedding Configurations

Please only select the bedding configurations you offer on this room type.

Note that you can change the description from the default that we have provided. For example you may want to rename "double" to "king", or a "single" to "roll away".

Room Features & Facilities

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Airconditioning | <input type="checkbox"/> Desk | <input type="checkbox"/> In-house movies | <input type="checkbox"/> Room Spa Bath |
| <input type="checkbox"/> Alarm Clock | <input type="checkbox"/> Disabled Facilities | <input type="checkbox"/> International Direct Dial Phone | <input type="checkbox"/> Safe |
| <input type="checkbox"/> Balcony | <input type="checkbox"/> Dressing Gowns | <input type="checkbox"/> Iron & Ironing Board | <input type="checkbox"/> Shared bathroom facilities |
| <input type="checkbox"/> Bath | <input type="checkbox"/> Dryer | <input type="checkbox"/> Kitchen Facilities | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Bath (Shower/toilet only) | <input type="checkbox"/> DVD Player | <input type="checkbox"/> Kitchenette | <input type="checkbox"/> Tea & Coffee Making Facilities |
| <input type="checkbox"/> Cable/Satellite channels | <input type="checkbox"/> Electric Blankets | <input type="checkbox"/> Laundry Facilities | <input type="checkbox"/> TV |
| <input type="checkbox"/> CD Player | <input type="checkbox"/> Fax/Modem Line | <input type="checkbox"/> Mini Bar | <input type="checkbox"/> Video Player |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Hairdryer | <input type="checkbox"/> Multi Stories | <input type="checkbox"/> Wash Machine |
| <input type="checkbox"/> Central Heating | <input type="checkbox"/> High Speed Internet Access | <input type="checkbox"/> Radio / Alarm Clock | |


Tick any of the **Room Features & Facilities** you have at your property. Any additional facilities not listed can be added in the Room Description box above.

[Save Room Type](#)

Finally click the **Save Room Type** button.

Manage Room Types:

Once you click the Save Room Type button you will be taken to the Manage Room Types page.



great hotels at great rates.

[Home](#)
[Property Details](#)
[Room Details](#)
[Inventory](#)
[Image Gallery](#)
[Bookings & Statements](#)
[Contact Us](#)
[Chain Home](#)
[Logout](#)

Manage Room Types

[Create a new room type](#)

Room Type	Options
2 Bedroom Apartment - City Views	Edit Copy Delete

Manage Room Types allows you to see at a glance the rooms you have loaded onto your quickbeds.com listing. The yellow box gives you tips and assists you with this feature on our site.


This page allows you to edit, copy and delete any of the room types you have loaded. You can create a new room type from scratch or use the copy option to create a shell room that you can then change any of the details as required

What can I do here?

Here is a list of the room types you have made available to Quickbeds to distribute throughout the Quickbeds network.

You can change details for your room types including the bedding configurations by clicking on the "edit" links.

To [create a new room type](#) click the "Create a new room type" button. You can also create new room types based on the information in existing room types.

If you see a  next to your room type, this means attention is required and you need to fill more information about your room type.

Inventory:

Once you have loaded at least one room type, click the Inventory tab (circled below)

NB. For those properties that employ a third party channel management company, such as Siteminder, Channel Manger or Levart to manage your rates/allocations you are able to skip this step and go straight to Step 3. Image Gallery

If you manage your rates/allocations yourself there are now three (3) user friendly ways in which to load them onto your listing;

- Detailed Editor
- Singular Date Editor
- Quick Rate Editor

quickbeds.com
great hotels at great rates.

Home Property Details Room Details **Inventory** Image Gallery Bookings & Statements Contact Us CI [Switch to Detailed Editor](#)

Welcome, QB Test Training Hotel!

[Show/Hide Quick Rate Editor](#) [11-Mar - 07-Apr](#) [08-Apr - 05-May](#) [06-May - 02-Jun](#) [03-Jun - 18-Jun](#)

Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
11/03	12/03	13/03	14/03	15/03	16/03	17/03	18/03	19/03	20/03	21/03	22/03	23/03	24/03	25/03	26/03	27/03	28/03	29/03	30/03	31/03	01/04	02/04	03/04	04/04	05/04	06/04	07/04

2 Bedroom Apartment with Views Full Rate is \$600 2 night minimum stay [Room details](#) [Suspend](#)

Prices displayed are all in Australian Dollars (AUD) with default rates (ie. no extra pax) as would be seen to the customer.

Arrivals for Thursday, March 11, 2010 [change date](#)

Guest Name	Room	No of Rooms	Confirmation
You have no guests arriving for Thursday, March 11, 2010.			

Your Contact at Quickbeds

Kirsty Muehleger is the Product Development Manager for Sydney Northern Suburbs, who can help you with anything you need to know about loading information into Quickbeds. Kirsty's contact details are:

kirsty_muehleger@flightcentre.com
07 3032 9353
0432 752 650

Most of this information is provided to customers, please ensure that all details are entered as clearly and completely as possible in consumer-friendly language. Once you finish loading your Allotment and Rates, your Property automatically goes live and customers can start booking!

1. Click Switch to Detailed Editor The following page will appear:

quickbeds.com
great hotels at great rates.

Home | Property Details | Rooms Details | **Inventory** | Image Gallery | Bookings & Statements | Contact Us | Create Room | Logout

Inventory Switch to Basic Editor

Rooms & Availability: 2 bed View

For Room Type: 2 Bedrooms Apartment with Views 0 Rooms [Edit Room Details](#)

Current inventory for 2 Bedrooms Apartment with Views 11 Mar - 21 Apr 2010 20 Apr - 30 May 2010 30 May - 31 Jun 2010 30 Jun - 31 Jul 2010

[Save Changes](#)

Date	Rooms Allocated	Stop Sell	Reserve Sold	Rate (per Night) (ex Tax)	Remarks: Max 255 Characters (eg. temporary booked for other use)	Copy
Thu 11 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy
Fri 12 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Sat 13 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Sun 14 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Mon 15 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Tue 16 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Wed 17 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Thu 18 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Fri 19 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Sat 20 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Sun 21 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Mon 22 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Tue 23 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Wed 24 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Thu 25 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Fri 26 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Sat 27 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Sun 28 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Mon 29 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Tue 30 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Wed 31 Mar 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Thu 01 Apr 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Fri 02 Apr 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Sat 03 Apr 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Sun 04 Apr 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Mon 05 Apr 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Tue 06 Apr 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print
Wed 07 Apr 2010	<input type="text" value="0"/> Set	<input type="checkbox"/>	0	\$0	<input type="text" value=""/>	Copy Print

[Save Changes](#)

a. Adding Rates & Allotments

Inventory Switch to Quick Editor

Rates & Availability (List View)

For Room Type 2 Bedroom Apartment with Views Edit Rates Edit Room Details

Current Inventory for 2 Bedroom Apartment with Views

[11-Mar - 07-Apr](#)
[08-Apr - 05-May](#)
[06-May - 02-Jun](#)
[03-Jun - 18-Jun](#)

The top of the inventory page will show the first room type you listed and has a drop down box from which you can select any additional room types loaded. You can click to Edit Room Details if you should wish to change any of the details explained in pages 13, 14 & 15 of this manual. This includes Full (rack) rate, number of guests, cancellation policy etc.

Circled above are the new calendar options allowing you to load rates and allocations up to 99 days in advance. Simply click on the blue dates to be taken to the relevant calendar.

Columns

Date	Rooms Allocated	Stop Sell	Rooms Sold	Rate (Per Night) Inc Tax	Inclusions - Max 255 Characters (eg. newspaper, breakfast included etc)	Copy
------	-----------------	-----------	------------	-----------------------------	--	------

Date: Is the default calendar for the next 28 days.

Rooms Allocated: Is where you input the number of that type of room you wish to allot to quickbeds.com. These rooms will be available for instant booking and confirmation through quickbeds.com, flightcentre.com and affiliate websites. Ensure you provide enough allocation for us however keep in mind that our bookings are live and instantaneous, i.e. not on request.

Stop Sell: Here you can click on the tick box of any date showing that you wish to not have the room available for sale.

Rooms Sold: Here you can see how many of the allocations you provided have been sold.

Rate: Here you load the rates you wish to sell the room for. These are the rates paid by the consumer, the gross rates prior to commission.

Inclusions: Max 255 Characters: This information is shown to the consumer in a hover box as they search your listing. You have 255 characters to tell them about the room, any breakfasts, views or other inclusions. This is an opportunity to sell your room.

Fri 12 Mar 2010

☐

Copy Paste

b. Copy & Paste Function

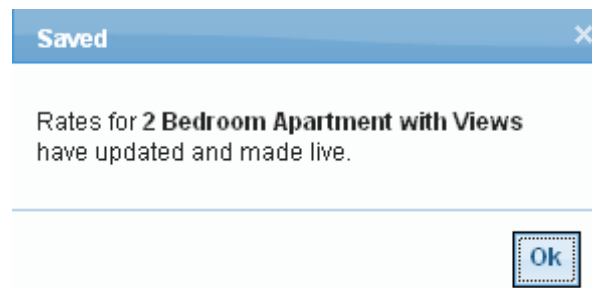
You can input allocations, rates and inclusions on any date line, then click the Copy button.

This will then allow you to click the Paste button on any date line to paste the information.

c. Saving Changes

There are two Save Changes buttons located on this page, one at the top, one at the bottom, please be sure to click the button to update your changes instantly.

Once you have clicked save changes the below pop up box will appear confirming the room type and that changes have been updated. You are required to click to continue.



2. Click switch to Quick Editor

The page is set out as follows showing the room type and rates in a snap shot as below:

This rate editor option has been provided for you to manage individual days only. Once again the option to load up to 99 days in advance is available. This is however, the least efficient way to load full availability and rates for the 99 days.

Click on any day showing and a pop up box appears: our example is for 30 Mar 2010.

a. Amend Quick Rate Editor

Edit rate and inclusions for this room

Room type: 2 Bedroom Apartment with Views
Date: 30 Mar 2010
Minimum Stay: 2 night(s)
Sold: 0 room(s)
Allocation: 4
Rate: 360 (AUD)
Inclusions: Queen bed in master bedroom with ensuite, and second bedroom 2 singles. Large galley kitchen with all
101 characters left
Stop Sell: ☐
Update Close

This pop up allows you to edit the rate, allocations, inclusions or stop sell for just this one day. The drop down box allows the allocation changes and simply type over rate or inclusions to change the text. Click the tick box if you wish to Stop Sell.

For the example the allocation has been updated to '4'.

Once satisfied with details you have entered click: Update

Home
Property Details
Room Details
Inventory
Image Gallery
Bookings & Statements
Contact Us
Chain Home
Logout

Welcome, QB Test Training Hotel!

Show/Hide Quick Rate Editor

14-Mar - 17-Apr 18-Apr - 28-May 10-Jun - 28-Jun 27-Jul - 27-Jul

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
15/03	16/03	17/03	18/03	19/03	20/03	21/03	22/03	23/03	24/03	25/03	26/03	27/03	28/03	29/03	30/03	31/03	01/04	02/04	03/04	04/04	05/04	06/04	07/04	08/04	09/04	10/04	

2 Bedroom Apartment with Views
Full Rate is \$600
2 night minimum stay
Room details
Suspend

1	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360
---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Prices displayed are all in Australian Dollars (AUD) with default rates (ie. no extra charges)

Arrivals for Monday, March 15, 2010

Guest Name	Room	No of Rooms	Confirm
You have no guests arriving for Monday, March 15, 2010.			

4 rooms allocated

Development Manager for Sydney Northern anything you need to know about loading information into Quickbeds. Kirsty's contact details are:

The hover box for 30 March 2010, will now display the updated allocations: '4 rooms allocated'

3. Click Hide/Show Quick Rate Editor

a. Opening Rate Editor

Click the Show/Hide Rate Editor (circled in red as shown below) to open the full Quick Rate Editor page

The screenshot shows the quickbeds.com website interface. At the top is the logo and navigation menu. Below the menu, a red banner says 'Welcome, QB Test Training Hotel!'. A link 'Show/Hide Quick Rate Editor' is circled in red. Below this is a calendar view for the month of March 2010, showing room availability and rates for a '2 Bedroom Apartment with Views'. The full rate is listed as \$600 with a 2-night minimum stay. A yellow banner at the bottom states: 'Prices displayed are all in Australian Dollars (AUD) with default rates (ie. no extra pax) as would be seen to the customer.'

Full Quick Rate Editor page:

The screenshot shows the full Quick Rate Editor page. It features a sidebar with 'Room Types' (2 Bedroom Apartment with Views) and 'Rate & Allocations' (Rate: \$600, Inclusions: none). The main area shows 'Dates' (15 Mar 2010 to 22 Jun 2010) and 'Availability' (No change to availability). Below the sidebar is a calendar view for the month of March 2010, showing room availability and rates for a '2 Bedroom Apartment with Views'. The full rate is listed as \$600 with a 2-night minimum stay. A yellow banner at the bottom states: 'Prices displayed are all in Australian Dollars (AUD) with default rates (ie. no extra pax) as would be seen to the customer.'

b. Room Types:

Room Types

Select Room Type(s)

2 Bedroom Apartment with View

Hold down Ctrl to select multiple

To add allocation and rates to your room types you must first select the Room Type. To do this click on the Room Type name and highlight.

Room Types

Select Room Type(s)

2 Bedroom Apartment with View

Hold down Ctrl to select multiple

c. Rates & Allocations:

Rate & Allocations-leave if no change

Rate Inclusions

Alloc

255 chars remaining

Type in the rate you wish to sell the room for. Select the number of rooms you wish to give to quickbeds.com to sell and then the details of the room/package in the inclusion box.

Rate & Allocations-leave if no change

Rate Inclusions

360 and second bedroom 2 singles. Large galley kitchen with all modern appliances. Sweeping views of Sydney's CBD

Alloc 2

104 characters left

d. Dates:

Dates

Starting Ending

15 Mar 2010 22 Jun 2010

For Day(s)

Su Mo Tu We Th Fr Sa

☒ ☒ ☒ ☒ ☒ ☒ ☒

Select weekends (Fr, Sa, Su)

Select weekdays

You are now able to choose all 7 days to load the rates or Click on the 'Select weekends Fri, Sat, Sun' shortcut or the 'Select weekdays' shortcut. In our example we are loading weekend rates.

Dates

Starting Ending

15 Mar 2010 22 Jun 2010

For Day(s)

Su Mo Tu We Th Fr Sa

☒ ☐ ☐ ☐ ☐ ☒ ☒

Select weekends (Fr, Sa, Su)

Select weekdays

e. Availability:

Availability

☒ No change to availability

☐ Make selected dates available

☐ Stop sell selected dates

☐ Clear form after saving

Save Changes

Select if amending rates or room/package inclusions only, will keep allocations the same


Select to make all dates in a date range available, will remove any Stop Sells in date range

Select to make all dates in a date range Stop Sold

Tick to deselect highlighted Room Type and will clear rates, allocations & inclusions

Stop Sell:

Just as there are options for adding or amending Rates and Allocations, there are also options for applying 'Stop Sell' to rooms/packages.

As previously mentioned you can choose the Quick Rate Editor (Page 20) or click on the  symbol below each date you wish to Stop Sell. In our example we have applied Stop Sell to 02 April 2010 as shown:

Mon 15/03	Tue 16/03	Wed 17/03	Thu 18/03	Fri 19/03	Sat 20/03	Sun 21/03	Mon 22/03	Tue 23/03	Wed 24/03	Thu 25/03	Fri 26/03	Sat 27/03	Sun 28/03	Mon 29/03	Tue 30/03	Wed 31/03	Thu 01/04	Fri 02/04	Sat 03/04	Sun 04/04	Mon 05/04	Tue 06/04	Wed 07/04	Thu 08/04	Fri 09/04	Sat 10/04	Sun 11/04

2 Bedroom Apartment local views

Full Rate is \$500

2 night minimum stay

Room details

Suspend

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2 Bedroom Apartment with Views

Full Rate is \$600

2 night minimum stay

Room details

Suspend

	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360
--	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

All room types loaded are now 'Stop Sell' for the date selected.

If you wish to Stop Sell a particular room/package:

1. Highlight the room type
2. Select the date to Stop Sell
3. Click 'Stop sell selected dates'

Room Types

Select Room Type(s)

2 Bedroom Apartment with Views

Hold down Ctrl to select multiple

Dates

Starting Ending

02 Apr 2010 03 Apr 2010

For Day(s)

Su Mo Tu We Th Fr Sa

☒ ☒ ☒ ☒ ☒ ☒ ☒

Select weekends (Fr, Sa, Su)

Select weekdays

Availability


☐ No change to availability

☐ Make selected dates available

☒ Stop sell selected dates

☐ Clear form after saving

Save Changes

Click: 

Tip
You can now change the order in which your rooms appear by simply clicking the arrow that appears at the beginning of each room type line and dragging to the position you would like it to be displayed

2 Bedr



2 Bedr



Tip

To ensure the 'Stop Sell' option isn't applied in error it is advisable to first load all rates and availability then activate 'Stop Sell' as required.

Suspend:

If you should have rooms/packages that you have loaded to use occasionally, this maybe a seasonal room type or an event room type you can 'Suspend' from the listing. This enables you to keep it on the system rather than delete and have to reload at a later date.

[Show/Hide Quick Rate Editor](#) [15-Mar - 11-Apr](#) [12-Apr - 09-May](#) [10-May - 08-Jun](#) [07-Jun - 22-Jun](#)

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
15/03	16/03	17/03	18/03	19/03	20/03	21/03	22/03	23/03	24/03	25/03	26/03	27/03	28/03	29/03	30/03	31/03	01/04	02/04	03/04	04/04	05/04	06/04	07/04	08/04	09/04	10/04	11/04	
2 Bedroom Apartment local views														Full Rate is \$500										2 night minimum stay		Room details		Suspend
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																												
2 Bedroom Apartment with Views														Full Rate is \$600										2 night minimum stay		Room details		Suspend
<input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360																												

Each room type shows the Suspend option (circled above). Simply click: **Suspend**

In our example we have Suspended the '2 Bedroom Apartment local views' and it will now show as below:

2 Bedroom Apartment with Views (Suspended) Full Rate is \$600 2 night minimum stay Room details Unsuspend

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
15/03	16/03	17/03	18/03	19/03	20/03	21/03	22/03	23/03	24/03	25/03	26/03	27/03	28/03	29/03	30/03	31/03	01/04	02/04	03/04	04/04	05/04	06/04	07/04	08/04	09/04	10/04	11/04	
2 Bedroom Apartment with Views (Suspended)														Full Rate is \$600										2 night minimum stay		Room details		Unsuspend
<input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360																												

The text colour is now washed out and the word 'Suspend' has changed to 'Unsuspend'. To reactivate simply click **Unsuspend**

Once you have finished with the Rate & Availability Editor you can close this to return to your listing 'snapshot'. Simply click Show/Hide Quick Rate Editor (circled below)

Quick Rate & Availability Editor [Switch to Detailed Editor](#)

Room Types

Select Room Type(s)

2 Bedroom Apartment local vie

2 Bedroom Apartment with Vie

Hold down Ctrl to select multiple

Rate & Allocations-leave if no change

Rate Inclusions

Alloc

255 chars remaining

Dates

Starting Ending

02 Apr 2010 03 Apr 2010

For Day(s)

Su Mo Tu We Th Fr Sa

☒ ☒ ☒ ☒ ☒ ☒ ☒

Select weekends (Fr, Sa, Su)

Select weekdays

Availability

☐ No change to availability

☐ Make selected dates available

☒ Stop sell selected dates

☐ Clear form after saving

Save Changes

[Show/Hide Quick Rate Editor](#) [15-Mar - 11-Apr](#) [12-Apr - 09-May](#) [10-May - 08-Jun](#) [07-Jun - 22-Jun](#)

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
15/03	16/03	17/03	18/03	19/03	20/03	21/03	22/03	23/03	24/03	25/03	26/03	27/03	28/03	29/03	30/03	31/03	01/04	02/04	03/04	04/04	05/04	06/04	07/04	08/04	09/04	10/04	11/04	
2 Bedroom Apartment local views														Full Rate is \$500										2 night minimum stay		Room details		Suspend
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																												
2 Bedroom Apartment with Views (Suspended)														Full Rate is \$600										2 night minimum stay		Room details		Unsuspend
<input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360																												

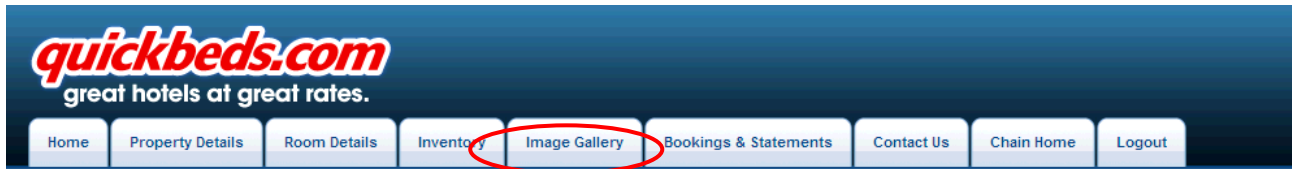
Listing snapshot is revealed:

Quick Rate & Availability Editor [Switch to Detailed Editor](#)

[Show/Hide Quick Rate Editor](#) [15-Mar - 11-Apr](#) [12-Apr - 09-May](#) [10-May - 08-Jun](#) [07-Jun - 22-Jun](#)

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
15/03	16/03	17/03	18/03	19/03	20/03	21/03	22/03	23/03	24/03	25/03	26/03	27/03	28/03	29/03	30/03	31/03	01/04	02/04	03/04	04/04	05/04	06/04	07/04	08/04	09/04	10/04	11/04	
2 Bedroom Apartment local views														Full Rate is \$500										2 night minimum stay		Room details		Suspend
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																												
2 Bedroom Apartment with Views (Suspended)														Full Rate is \$600										2 night minimum stay		Room details		Unsuspend
<input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360 <input type="checkbox"/> 360																												

Step 3 – Image Gallery



Load Images:

Select the Image Gallery tab. This section contains all photos of your Property.

"A picture is worth 1,000 words" is a cliché, but it is still quite valid. Having great descriptions definitely helps, but nothing beats a collection of professionally-shot photos of your Property.

Image Gallery

Add a new image to your gallery

Select an image	Descriptive Caption	Hero shot
<input type="text"/> <input data-bbox="432 958 550 992" type="button" value="Browse..."/>	<input type="text"/>	<input type="checkbox"/> <input data-bbox="1230 958 1348 992" type="button" value="Upload"/>

Supports JPG, GIF, PNG and BMP (Max 3Mb). A descriptive caption for your photo

You don't currently have any images set up in Quickbeds. Use the uploader above to add some.

Along with the gallery a yellow help box will appear giving you the details and options.

To load images:

1. Using the "Browse..." button select the file on your computer where you store your property photos
2. Double click the image you wish to upload.
3. Enter a concise description (e.g. Standard room).
4. Click "Upload Image" and you're done!

Hero Shot:

You are required to select a 'Hero Shot' to complete this section. This image that best represents your property. To select your 'Hero Shot' simply click the tick box:

Hero shot
☒

Your Image Gallery

Minimum photo requirements

- 1 x photo for each room type
- 1 x hero shot of the building facade

All images will be resized to a maximum width of 800 pixels, and a thumbnail will be created automatically.

Hero Shots

You need to select a "hero shot" for your property. This will be the image that is used throughout the site to portray your property before they see anything else.

Optional photos

You are more than welcome to add as many photos as you like and include additional shots of the property and facilities such as the lobby, bathrooms, pool, gym, tennis courts, lounge, dining, etc.

Note

Please avoid using artists sketches, logos, elongated photos such as panoramas and avoid photos with special effects such as watermarks, blurring, shading or borders.

Be sure to click after each image selection. Your hero shot will be used in any future marketing we may do on your behalf e.g. Home Page Deals or Enewsletters.

Your listing is now complete and ready for bookings.

Bookings/Statements:

In addition to the tabs we have covered so far we are able to provide you with some additional features online. Logging into your listing also allows you to check your bookings and statements. All remittance information is available in your listing. To access simply select the Bookings/Statements tab:



Once the page is displayed, click the relevant month you wish to show from the drop down box. It is possible to go back as far as 2007.

In our example we have selected September 2009 for a Test Hotel:

The screenshot shows the quickbeds.com website interface with the 'Bookings & Statements' tab selected. The 'For Month' dropdown is set to 'September' and the year is '2009'. The 'Show totals' checkbox is checked. A 'TAX INVOICE' label is circled in red. Below the navigation bar, the 'Bookings & Statements' section is visible, showing a table of bookings for the month of September 2009.

Guest Name	Check-in	Stay Date	Confirmation	Status	Date Booked	Rooms	Commission Rate	Gross Amount	Commission Retained	Net Revenue
MRS.KAYE DEVEREUX	✓	07/Sep/2009	973488	Confirmed	26/Aug/2009	1	10 %	\$160.00	\$16.00	\$144.00
MRS.KAYE DEVEREUX		08/Sep/2009	973488	Confirmed	26/Aug/2009	1	10 %	\$160.00	\$16.00	\$144.00
MRS.KAYE DEVEREUX		09/Sep/2009	973488	Confirmed	26/Aug/2009	1	10 %	\$160.00	\$16.00	\$144.00
Subtotal for this month (inc GST) if applicable								\$480.00	\$48.00	\$432.00
Total Adjustments (please click on amount to the right for adjustment detail)								\$0.00	\$0.00	\$0.00
Total owing by Quickbeds (inc GST) if applicable								\$480.00	\$48.00	\$432.00
Total GST on net commission retained by Quickbeds if applicable									\$4.36	

Direct Debit Payment Ref #263861 (14 Oct 2009)
Flight Centre Limited T/A Quickbeds.com

A breakdown is provided of the gross amount, the commission held and the nett amount paid to your property via direct credit. Please check in Property Details; Banking tab that your details are up to date.

Any month that is current will display as a running total without the Tax Invoice information as below;

Bookings & Statements

Bookings for month										
For Month	March	2010	<input checked="" type="checkbox"/> Show totals	<input type="checkbox"/> Expand columns	Display Bookings					
Guest Name	Check-in	Stay Date	Confirmation	Status	Date Booked	Rooms	Commission Rate	Gross Amount	Commission Retained	Net Revenue
JULIANNE RIDLEY	✓	02/Feb/2010	1016593	Confirmed	28/Jan/2010	1	10 %	\$250.00	\$25.00	\$225.00
PETER RICHARDSON	✓	02/Feb/2010	1017656	Confirmed	02/Feb/2010	1	10 %	\$250.00	\$25.00	\$225.00
GEOFF WORTH	✓	04/Feb/2010	1016586	Confirmed	28/Jan/2010	2	10 %	\$550.00	\$55.00	\$495.00
DEBORAH FULLER	✓	05/Feb/2010	1012203	Confirmed	11/Jan/2010	1	10 %	\$399.00	\$39.90	\$359.10
DEBORAH FULLER		06/Feb/2010	1012203	Confirmed	11/Jan/2010	1	10 %	\$399.00	\$39.90	\$359.10
MATTHEW HARWOOD	✓	06/Feb/2010	1012273	Confirmed	12/Jan/2010	1	10 %	\$399.00	\$39.90	\$359.10
Subtotal for this month (inc GST) if applicable								\$2,247.00	\$224.70	\$2,022.30
Total Adjustments (please click on amount to the right for adjustment detail)								\$0.00	\$0.00	\$0.00
Total owing by Quickbeds (inc GST) if applicable								\$2,247.00	\$224.70	\$2,022.30
Total GST on net commission retained by Quickbeds if applicable									\$20.43	

Only once payment is made will the statement become a Tax Invoice. This is a very useful tool for reconciling your accounts and checking arrivals.

An additional feature is the ☐ Expand columns option. This allows you to see what room type was booked by any guests. This feature can assist with inventory requirements.

Bookings & Statements

Bookings for month										
For Month	September	2009	<input checked="" type="checkbox"/> Show totals	<input checked="" type="checkbox"/> Expand columns	Display Bookings					
Guest Name	Check-in	Stay Date	Confirmation	Status	Source	Rooms	Commission Rate	Gross Amount	Commission Retained	Net Revenue
MRS.KAYE DEVEREUX	✓	07/Sep/2009	973488	Confirmed	Pinpoint Travel Group	1 x Deluxe Room Easter 2n/min	10 %	\$160.00	\$16.00	\$144.00
MRS.KAYE DEVEREUX		08/Sep/2009	973488	Confirmed	Pinpoint Travel Group	1 x Deluxe Room Easter 2n/min	10 %	\$160.00	\$16.00	\$144.00
MRS.KAYE DEVEREUX		09/Sep/2009	973488	Confirmed	Pinpoint Travel Group	1 x Deluxe Room Easter 2n/min	10 %	\$160.00	\$16.00	\$144.00
Subtotal for this month (inc GST) if applicable								\$480.00	\$48.00	\$432.00
Total Adjustments (please click on amount to the right for adjustment detail)								\$0.00	\$0.00	\$0.00
Total owing by Quickbeds (inc GST) if applicable								\$480.00	\$48.00	\$432.00
Total GST on net commission retained by Quickbeds if applicable									\$4.36	

TAX INVOICE

Direct Debit/Payment Ref #263881 (14 Oct 2009)
 Flight Centre Limited T/A Quickbeds.com
 ABN 250 033 771 81
 Hotel Name: Accommodation Station
 Hotel ABN: 1500646443

Contact Us:

Provides you with the details of your Product Team, Customer Service Team & Marketing Team;

quickbeds.com
great hotels at great rates.

Home Property Details Room Details Inventory Image Gallery Bookings & Statements Contact Us Chain Home Logout

Contact Information

Last Minute Product Development Team
For assistance with Loading your Rooms, Account and Payment details, Rates, Images and feedback. ☎ 07 3032 9441

Account queries

Quickbeds Customer Service Team
Assistance with a booking you have received (Cancellation, modifications etc)

Quickbeds Marketing Team
To find out more about Marketing and Promotional Opportunities

All other supplier queries

Hours
8:30am – 5:00pm Monday to Friday AEST
✉ accounts@quickbeds.com

Hours
1800 421 800
✉ sales@quickbeds.com

Hours
8:00am – 5:30pm Monday to Friday AEST
8:30am – 4:30pm Weekends & Public Holidays AEST
✉ marketing@quickbeds.com

Hours
8:30pm – 5:30pm Monday to Friday AEST
✉ hotelsupport@quickbeds.com

Chain Login:

If you are part of a chain and are authorized to login to the chain listing select Chain/Group Login on the sign in page:

Welcome to the **quickbeds.com** supplier system. Here you can manage all of the information about your hotel, from image galleries, to rates and availability.

Sign In

Username

Password

User Type **Chain/Group Login** ▼

Log in

[Forgot your password?](#)

Want to sign up? [Read more](#), or you can start now and [Join today](#)

quickbeds.com

Once logged in the following page will be displayed:

Chain Authority Administration

Welcome Chain/Group name will be displayed here

Contact Name Will be displayed here
Contact Email Will be displayed here
Contact Phone Will be displayed here

Properties in your chain who are members of Quickbeds

Property	Options
Individual property name will be displayed here	Log in as this property
Individual property name will be displayed here	Log in as this property

Top Selling Properties in

 Chain/Group name will be displayed here

Bookings for month				
For Month	<input type="text" value="March"/>	<input type="text" value="2010"/>	By <input type="text" value="Month Booked"/>	<input type="button" value="Display Report"/>

You will now be able to generate a report showing your top selling properties by selecting the month, year, Month Booked or Month Stayed.

The report will provide:

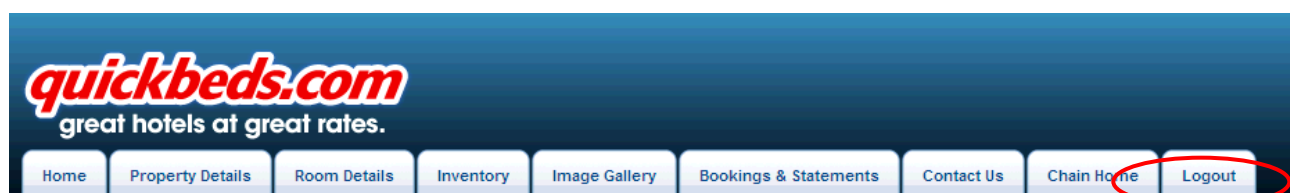
Rank – this is listing by number the highest to lowest ranking properties by sales

Revenue – the dollar value of sales

Rooms – the number of rooms booked by that property for the corresponding month

Logout:

When you have completed your session on your listing please select the Logout button to finish.



GLOSSARY OF TERMS

Quick Rate Editor	A snapshot of your rates and allocations whereby you can update & amend from the home page
Exclusive	In this situation we use the word 'exclusive' in regard to marketing criteria. To be exclusive a room type, package or rate is not available on any other site.
Parity	Equality of prices of goods, as amount
Allocation	The number of rooms/packages you provide to Quickbeds
Availability	The number of rooms/packages you have available to sell
Rate Rate	Refers to the highest rate you would sell a room type
Sell Rate	This is the rate that the consumer pays for the room
Hover Box	Refers to a box containing information, that appears when a user moves or "hovers" the cursor over a particular area
Channel Manager	Is a company that have created programs whereby you can load your allocations and rates onto their site and they instantaneously feed these out to a number of 3 rd party sites such as Quickbeds.com once you are listed with the 3 rd party sites.
Stop Sell	This is when a property removes the allocations for a particular day or dates from being available for sale.
Suspend	This is the temporary removal of a room/package type from your listing. When you suspend a room/package it wont be able to be seen by the consumer and wont be able to be updated until Unsuspended.
Unsuspend	This is when you remove the Suspend status from a room/package type by clicking Unsuspend on the listing. This will make the room available again and will require immediate updating to ensure the rates and allocations are correct.
Chain/Group	This refers to any head office or group of hotels for example, Budget Chain, Accor Hotels etc
Room Code	In regard to this site 'room code' is a term referring to a code that some properties give to rooms in their own computer systems when creating them. Room codes are used to link computer systems such as reservations systems to allocations. A room code for Queen Room with Breakfast might be QBFT for example.
Bedding Configuration	Refers to the number and types of beds in any room
GST	Is Goods and Services Tax that consumers pay to businesses who then pay to the tax department (10%)
Input Tax	<p>You do not charge GST on input taxed supplies, as these are government-approved exemptions. No input tax credit is claimable for the purchase of goods or services needed to produce an input taxed supply. An example of an input taxed supply: Supplies (by lease or hire) of residential premises.</p> <p>Please go to http://www.ato.gov.au/ for more information</p>

Terms & Conditions	This the agreement in which you enter when you register your property on Quickbeds.com
Operations Manual	A complete step by step guide to loading your property on Quickbeds.com
Supplier E newsletter	An enewsletter is sent out monthly to our suppliers. The newsletter contains updates and useful information regarding marketing, tips on how to best use your listing and contact information.
Hero Shot	This is a term used to describe an image loaded on your site that is selected by you as the most iconic and best representation of your property. We use your hero shot in any marketing we may undertake.
Gross Rates	Are the rates before any deductions are made
Nett Rates	Are the rates after any deductions are made – in this case 10% commission off the gross rate gives you your nett rate.

Full Product Team Contact List:

Kate Atkins – Team Leader & Product Development Manager, VIC & WA:
07 3170 7138 email: kate_atkins@flightcentre.com

Susie McDermott – Product Development Manager, Gold Coast Tropical North QLD, TAS, SA & Norfolk Island
07 3170 7139 email: susie_mcdermott@flightcentre.com

Juliet Siu – Product Development Manager, Rest of QLD, NT & ACT
07 3170 7141 email: juliet_siu@flightcentre.com

Kirsty Muehlegger – Product Development Manager, NSW
07 3130 7140 email: kirsty_muehlegger@flightcentre.com